



**AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 10-011**

**(RE-ADVERTISEMENT)**

The U.S. Embassy in New Delhi is seeking an individual for the position of Nurse Practitioner in the Medical Unit.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the interview will be contacted**

**OPEN TO:** All Interested Candidates

**POSITION:** Nurse Practitioner, FSN-501-9, DLA-502019,  
(Personal Services Agreement)

**OPENING DATE:** March 10, 2010

**CLOSING DATE:** March 17, 2010

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident: Grade: FP-05  
(steps 1 through 4)  
Ordinarily Resident: Grade: FSN-9\*

\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE**

**FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

#### **BASIC FUNCTION OF POSITION**

- Coordinate Medical Clearance Examinations.
- Coordinate Medical Evacuations.
- Coordinate local hospitalizations for Foreign Service Personnel.
- Maintain an immunization Clinic for Routine and Travel Immunizations.
- In the absence of the Regional Medical Officer (RMO) or the FSHP, serve as point of contact for Regional Medical Officer and Office of Medical Services.
- Maintain an occupational health clinic during assigned work hours.
- Maintain current working knowledge and relationship with the local providers and facilities.
- Must be available outside of normal embassy working hours.
- Compile monthly statistical and other miscellaneous related to the Medical Office.
- Perform additional administrative duties as required.

#### **QUALIFICATIONS REQUIRED**

1. At least two year of full time post secondary study at college or university as Nurse Practitioner (or in a related medical field that includes curriculum in public/community health); or an equivalent graduate of an accredited Nurse Practitioner program from an accredited school of nursing.
2. Minimum four years of experience as a Registered Nurse and/or 1 year clinical experience in an outpatient primary care setting with midlevel (NP or PA) physical assessment skills. Must be CPR certified.
3. Level IV (fluency) in English.
4. The ability to administer adult and pediatric immunization program according to current CDC standards is required. Ability to assist with secretarial and receptions duties as needed, including word processing.
5. Ability to prescribe medicine and function comfortably in a busy out-patient setting.

## **SELECTION PROCESS**

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## **TO APPLY**

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 available on website [http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html)
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

## **SUBMIT APPLICATION TO**

U. S. Embassy  
Human Resources Office  
Shantipath, Chanakyapuri  
New Delhi 110 021

FAX: 2419-8056

Or

E-mail: [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov)

Please insert "VA# 10-011 (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

## **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **March 17, 2010**.

**AN EQUAL OPPORTUNITY EMPLOYER**